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List of Rights – Lund University Students' Rights and Responsibilities

APPROVED BY THE VICE-CHANCELLOR ON 18 JANUARY 2024



Photo: Mikael Risedal



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The List of Rights – Lund University Students' Rights and Responsibilities, hereafter referred to as the List of Rights, is decided by the Vice-Chancellor and is to act as support for students, departments, faculties and student unions to clarify what students in the first and second cycle are entitled to and in certain cases also what responsibilities they have. The List of Rights has been drawn up in consultation with all the faculties and student unions at Lund University. If a dispute arises concerning one of the points, the problem is to be resolved in the first instance as close to the unit concerned as possible. Students can turn to their head of department or student union (see Section 8). There is further information on the processing of matters concerning students' rights in Section 8. This document also includes quotes from the Higher Education Ordinance that are connected with the points in the document.

Lund University's courses and study programmes are characterised by their breadth, and many unique circumstances can arise in each student's education. The List of Rights has been written to cover the most common situations that may arise during a student's period of studies. In a case in which a right is not covered by the list, the student can turn to the student unions for help and support. For certain courses and programmes there may be special exemptions from specific points in the List of Rights. All exemptions are listed by faculty at the end of the digital version of the List of Rights.

Binding rules for a certain course are to be regulated in the course syllabus concerned in accordance with Chapter 6, Section 15 of the Higher Education Ordinance. Certain rules are stipulated in other local rules at the University as well as in superordinate statutes and exemptions from these cannot be granted within the framework of the List of Rights. In addition, all the

faculties and departments have more specific guidelines and regulations for the courses and study programmes they organise. Pursuant to Chapter 2, Section 7 of the Higher Education Act, students are entitled to representation when decisions or preparations are made that have a bearing on their courses or programmes, including drafting and decisions on local regulations regarding courses and programmes and exemptions from the List of Rights.

It is the responsibility of each faculty and department to provide information on the regulations that apply to their courses and programmes. It is the responsibility of each student to keep informed about what applies for their specific study situation. Both employees and students are to comply with the legislation that governs higher education as well as the local rules at Lund University. Laws, ordinances and the University's relevant rules are listed later in the present document. The University is responsible for ensuring that the information required for being able to complete a course or programme is easily accessible. The course syllabus states what is required for the student to complete the course. The student is to keep informed about their education through the course syllabi and by keeping updated via learning platforms, the LU website and email.

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1. STUDY ENVIRONMENT

The Discrimination Act (2008:567) and parts of the Work Environment Act (1977:1160) also apply to students. The purpose of the Discrimination Act is to combat discrimination and in other ways promote equal rights and opportunities regardless of the ground of discrimination. There are seven grounds of discrimination covered by the law prohibiting discrimination: sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The Work Environment Act aims to prevent ill health and accidents during studies and also in other respects achieve a good work and study environment. The goal is that no student is to become ill or injured through their studies.

As an education provider, it is Lund University's responsibility to ensure that the study environment is free from discrimination and that victimisation, harassment, sexual harassment and reprisals do not arise at Lund University. As the head of a public authority, the Vice-Chancellor is responsible for the work environment at Lund University, but it is a shared undertaking for all those working in courses and programmes, including the students, to strive for a good study environment.

1.1 The University is responsible for ensuring that students have access to the resources required to complete their studies. This may include electronic information media, libraries with publications including reference literature, information and support for compulsory placements, study areas and group study rooms and other spaces necessary to complete their course or programme. Study areas should be accessible for students outside time-tabled hours. The student may need to pay for the cost of study materials and equipment.

1.2 The University is responsible for ensuring that, concerning the accessibility and usability of premises, a student with a long-term disability enters a situation comparable with that of a person without a disability where such measures are reasonable on the basis of accessibility

requirements in laws and other statutes, and with consideration to the financial and practical conditions, the duration and nature of the relationship between the University and the individual student and other circumstances of relevance in accordance with Chapter 1, Section 4 of the Discrimination Act. Within the framework of the learning outcomes of the course, a student with a long-term disability has the right to learning support and other support measures required to access the course or programme. To enable this, it is the student's responsibility to submit information on the required support measures as far in advance as possible. The University has an obligation to provide clear and easy to understand information about support measures.

Read more about learning support on the University website.

1.3 The student is to receive information concerning the range of help that is available for different study-related problems and who the student can turn to concerning different study-related problems according to the faculties' systematic

student work environment management. The University is responsible for providing students with access to study guidance and careers advice in accordance with Chapter 6, Section 3, paragraph 1 of the Higher Education Ordinance.

2. REGISTRATION OF COURSE PARTICIPATION AND EXAM RESULTS

The student is responsible for registering for their courses in conjunction with the start of the course and for registering for exams in time. In order for students to receive their student finance, it is important that course registration and exam results are entered into Ladok as promptly as possible.

2.1 An admitted student is required to follow the registration instructions in accordance with the Admission Rules, Reg. no STYR 2021/1876. A person who is admitted but does not follow the registration instructions within the set period loses their place on the course or programme. An admitted student who cannot do their own registration in Ladok is to be given assistance by the department to register for their course or programme within the set period.

2.2 An admitted student who does not intend to start a course or programme is responsible for informing the department concerning this as soon as possible, so that another student can take the study place if the cancellation is received in time.

2.3 A student who wishes to resume studies after an interruption has the right to reregister for the course, provided that a place is available. The relevant department makes decisions on reregistration of students.

2.4 When an examiner has made a decision on a student's examination results or grade, the department has an obligation to promptly notify the student of the results, no later than 15 working days after the exam.

It should take a maximum of five working days from when the student has been notified of the grade until the grade has been registered in the Ladok study documentation system. The student is to be notified of the results no later than 10 working days before a re-sit.

For exam sessions with more than 200 participants, the student is to be notified of the results no later than 22 working days after the exam. For exam sessions with more than 700 participants, the student is to be notified of the results no later than 30 working days after the exam. However, the student is to be notified of the results no later than 10 working days before a re-sit.

2.5 Pursuant to Chapter 6, Section 20 of the Higher Education Ordinance, a student who has passed a course shall receive a course certificate from the University on request. Course certificates are to be issued no later than 20 days after the request.

2.6 In the case of discontinuation of a programme, a student who began the programme before the decision on discontinuation has the right at least during the prescribed (nominal) study period to complete the programme and obtain their degree, in accordance with the Regulations on Qualifications and First and Second-Cycle Courses and Study Programmes at Lund University, Reg. no STYR 2021/768. This also applies to students who have been granted deferment of studies or approved leave of absence with a place guarantee. The calculation of the nominal period should be based on when the last admitted programme students studied the first semester. Consideration should also be given to students granted a deferment of studies or granted approved leave from studies with a place guarantee.

2.7 If a programme is replaced by a new, similar programme, admitted students may be given the option to transfer to the new programme, provided that the transfer does not entail that the students find themselves in a less favourable situation, in accordance with the Regulations on Qualifications and First and Second-Cycle Courses and Study Programmes at Lund University, Reg. no STYR 2021/768.

- Students have the right to appeal a decision on credit transfer of previous studies or professional activities, a rejection of an application for a degree certificate or course certificate, and a rejection of an application for exemption from a compulsory course or programme component. Appeals are made to the Higher Education Appeals Board (Chapter 12, Section 2 of the Higher Education Ordinance).
- Students who have been examined twice on a course or part of a course without obtaining a pass grade are entitled to the nomination of another examiner unless there are special reasons to the contrary (Chapter 6, Section 22 of the Higher Education Ordinance).
- Students cannot appeal a decision on a grade, but can request a review of the grade decision. If an examiner finds that a decision on a grade is obviously incorrect due to new circumstances or for some other reason, they are to change the decision if this can be done quickly and easily, and if it does not mean lowering the grade (Chapter 6, Section 24 of the Higher Education Ordinance).
- A public authority may change a decision that it has communicated as a first instance if it considers that the decision is incorrect due to new circumstances that have come to light or for some other reason. However, a decision that by its nature is favourable to a party may be changed to the detriment of the party only if
 1. the decision or regulations on which the decision is based state that the

decision may be revoked under certain circumstances,

2. for imperative safety reasons, the decision needs to be changed immediately, or
 3. the error is due to the party having provided false or misleading information (Section 37 of the Administrative Procedure Act).
- In the case of a changed grade decision, the student concerned is to be informed about all material of impor-

tance to the decision and be given the opportunity within a set period to make a statement about the material before the decision regarding a change is taken, in accordance with Section 25 of the Administrative Procedure Act (2017:900). Changes to grades are to be carried out in accordance with Chapter 6, Sections 23-24 of the Higher Education Ordinance. Regarding changes to exam results, the student concerned must be informed.

3. COURSE PLANNING AND TIMETABLING

Chapter 6, Section 14 of the Higher Education Ordinance states that every course is to have a course syllabus. The course syllabus states the cycle in which the course is given, the number of credits, learning outcomes, specific entry requirements, forms of assessment of the students' performance, compulsory components and any other necessary regulations. Course syllabi are also to be designed in accordance with the Regulations for First and Second-Cycle Syllabi at Lund University. Chapter 6, Section 16 of the Higher Education Ordinance states that every study programme is to have a programme syllabus. The programme syllabus states the courses included in the programme, specific entry requirements and any other necessary regulations. Course and programme syllabi are regulations that are to be applied in a course or programme. There are to be no deviations from these.

3.1 The University is responsible for providing course and programme syllabi at the latest on the day the application period opens for the course or programme. Course and programme syllabi are to be available on the course or programme website.

3.2 The University is responsible for ensuring that decisions on changes to admission requirements and selection rules for programmes are taken in such good time that they can be announced

and communicated at least one year before they will be applied for the first time. This also applies as far as possible to freestanding courses.

3.3 The University is responsible for ensuring that there is easily accessible information for students regarding who takes decisions on credit transfer from previous studies or professional activities and who the students should contact in regard to such matters.

3.4 If a course has to be cancelled, the University is to immediately inform the students who have been admitted, and to the greatest extent possible offer an alternative course in the same cycle within the same or adjacent subject area.

3.5 The University is responsible for ensuring that course timetables and the dates and times of exams and re-sits are available on the course or programme website and student portal, where applicable, at least one month before the start of the course.

3.6 The University is responsible for ensuring that information on required reading and other study resources is available eight weeks before the start of the course.

3.7 The University is responsible for ensuring that required reading, both compulsory and recommended, is generally accessible to students, i.e. is available to borrow, buy or use in digital form.

3.8 When changes are made to timetables, the department is responsible for ensuring that the students concerned are informed as soon as possible through easily accessible and appropriate channels. Once a course is underway, changes may only be made to the timetable if unforeseen events occur or in agreement with the student. If a cancelled teaching session entails a risk that the student will not achieve learning outcomes, it is to be replaced with a satisfactory alternative.

3.9 The University is responsible for ensuring that teaching is not timetabled on Saturdays, Sundays and public holidays in the Swedish calendar, or after

17:00, unless the course was advertised during the application period as a distance learning, afternoon or evening course.

Teaching may be timetabled on Saturdays, Sundays and public holidays in the Swedish calendar, or after 17:00, if it is necessary for the completion of the teaching component, for example if the teaching is conducted at places or involves activities that are only accessible on public holidays or after 17:00, such as museum visits, excursions, concert activities or placements and practice-integrated learning.

3.10 The University is responsible for ensuring that exam sessions should not be timetabled to end later than 19:00 on weekdays, with the exception of distance learning, afternoon and evening courses. Regular exams should not be timetabled on Saturdays, Sundays and public holidays in the Swedish calendar. To enable students who have been granted a decision on learning support to be able to get extra time in written examinations, extended time for these students may go beyond 19:00.

Exam sessions are only to be timetabled after 19:00 on weekdays or on Saturdays, Sundays and public holidays in the Swedish calendar if it is absolutely necessary for the conducting of the exam.

3.11 The University is responsible for ensuring that exams and compulsory components are not timetabled later than one week after the end of the spring semester or earlier than three weeks before the start of the autumn semester,

unless the students and examiner agree on another solution. Exceptions may be made for summer courses.

This applies to regular examinations and re-sits.

3.12 The University is responsible for ensuring that the students on a specific course have the right to elect a course representative during a regular teaching session.

4. COMPULSORY COMPONENTS

Compulsory components are course components for which the student's attendance is required in order for the student to obtain a pass grade for the course. For timetabling of compulsory components, see 3.9 and 3.11.

Compulsory components differ from examinations. Compulsory components are used to ensure the attainment of learning outcomes, however in contrast to examinations they do not include credits and are not graded. A compulsory component is intended to train skills, unlike an examination, which tests knowledge.

4.1 The University is responsible for ensuring that course syllabi will contain details of all compulsory components on the course. In cases where a distance learning course contains compulsory components that require physical attendance at the teaching location, this is to be stated. The course syllabus is to be designed in accordance with the Application Rules Regarding First and Second-Cycle Course Syllabi at Lund University, Reg. no STYR 2020/1693.

4.2 The department is responsible for ensuring that an alternative date or comparable assignment is offered to students who were unable to complete one or more compulsory components owing to circumstances beyond their control, e.g. accident or sudden illness. This also applies to students who carry out assignments as a student representative.



5. EXAMINATION

Chapter 6, Section 21 of the Higher Education Ordinance states that if a higher education institution limits the number of sessions in which a student may take an examination in order to complete a course or part of a course, the number of sessions laid down is to be at least five. If satisfactory completion of a course or part of a course requires successful completion by the student of a placement or corresponding training, the number of prescribed periods of placement or corresponding training is to be at least two.

5.1 The department is responsible for ensuring that for each course/module, the following are organised in addition to the regular assessed components:

- re-sit five to seven weeks after the regular exam and
- one further exam session for courses completed in the past academic year (catch-up exam). However, for certain forms of examination, such as placements, the number of exam sessions may be limited to two.

In accordance with Section 3.11, exams and compulsory components are not to be timetabled later than one week after the end of the spring semester or earlier than three weeks before the start of the autumn semester. To avoid a re-sit being held in the middle of the summer, it can be timetabled later than seven weeks after the regular exam session when the regular exam is at the end of the spring semester. To avoid a re-sit being held during the Christmas and New Year period, it can be timetabled later than seven weeks after the regular exam session when the regular exam is in November. A re-sit is to be timetabled at the earliest ten working

days after the student has been notified of the results of the regular exam.

5.2 The department is responsible for ensuring that examinations are conducted as stated in the course syllabus. Course syllabi are to be designed in accordance with the Application Rules for First and Second-Cycle Course Syllabi at Lund University, Reg. no STYR 2020/1693. Examinations are to be systematic, fair and designed in such a way that each individual's performance can be assessed in relation to the set learning outcomes.

5.3 The University is responsible for ensuring that a student with a long-term disability should be offered an examination alternative equivalent to that of a non-disabled student. The examiner may, after consultation with the Disability Support Services decide on an equivalent assessment component if a student's long-term disability points towards the necessity of this. This is to be stated in the course syllabus.

5.4 The University is responsible for ensuring that, if the form of examination allows it, the student remains anonymous in assessments in relation to the teaching

staff member conducting the assessment. Written invigilated exams are to be anonymised. However, the examiner must have access to the names of the examinees during the grading procedure before the grading decision is taken.

5.5 The University is responsible for ensuring that exam questions are disclosed as official documents in cases where the questions are public documents. There may be a charge for the disclosure. A selection of previously set exams and/or example questions are to be easily accessible for students without charge, for example to read on site or digitally.

5.6 When course content is changed significantly in a course syllabus or required reading, the University is to offer examination in accordance with the former course content for a period of at least one year following the change.

5.7 The University is responsible for ensuring that information on the form or forms of assessment, grading scale and the weighting of grades is regulated in the course syllabus in accordance with Chapter 6, Section 15 of the Higher Education Ordinance. Information regarding assessment, requirements for taking exams, assessment criteria, criteria for a pass grade and permitted study aids are to be communicated to the students at the start of the course and be easily accessible during the course.

5.8 The University is responsible for ensuring that a review of the exam is conducted in conjunction with the notification of grades after the regular exam

session. The review of regular exams and invigilated exams should preferably be oral and timetabled. In the case of a large course with many students, other agreements may be made, in consultation with the student union.

5.9 The teaching staff member responsible for the exam or another designated person should be accessible to answer questions during an ongoing timetabled exam.

5.10 The University is responsible for ensuring that a student who meets the requirements for a degree will receive their degree certificate normally no later than 60 working days after submitting their application.

5.11 The University is responsible for ensuring that information on the time and place for exams is easily accessible. If it can be shown that a student has received incorrect information from the University on the time or place of an exam, or if an exam does not take place owing to a mistake by the University, a new opportunity for assessment is to be offered, following consultation with the student. A new exam is to be held no later than one week after the mistake was identified, unless the student requests that the exam be scheduled later. It is the student's responsibility to find out when and where an exam will take place.

5.12 If the University is responsible for the loss of a student's examination paper, a new opportunity for examination is to be offered within a week once the loss has been confirmed, unless the student

requests that it be scheduled later. The student must not be required to wait until the next regular examination.

5.13 It is the student's responsibility to acquaint themselves with the University's information on, and consequences of,

different types of cheating in examinations. It is the University's responsibility to provide clear and easily accessible information on cheating and the consequences of cheating in examinations.

6. INDEPENDENT PROJECTS (DEGREE PROJECTS)

This section covers the independent projects and academic papers that are required for the issuing of a first or second-cycle degree (degree projects) in accordance with Annex 2, System of Qualifications, of the Higher Education Ordinance. In the case of independent projects and academic papers that resemble degree projects in format, it is to be clarified for the student at the start of the course whether the rules in the section apply and how applicable they are.

6.1 The department is responsible for ensuring that students are informed about the provisions and guidelines for work on academic papers by the start of the course. The information is to include details of:

- the student's right to supervision and the extent of supervision
- the formal design, scope and execution of academic papers
- assessment criteria
- critical review procedure and
- which supervisors are available and to what extent students can choose or change their supervisor

6.2 The University is responsible for ensuring that at least one supervisor for the academic paper is employed on the teaching staff or as a researcher at Lund University. If an academic paper's topic requires it, external supervisors may be appointed, as long as the University can

ensure that they have expertise in the academic paper's topic and documented teaching expertise. The student should discuss their choice of topic in consultation with the course director or equivalent to ensure that adequate resources are available.

6.3 Supervision is to be planned in consultation between the student and the supervisor. If the student does not wish to take part in the planning, the student should still be offered the supervision sessions. Supervision should take place through face-to-face meetings, unless the student and the supervisor have agreed otherwise.

6.4 The University is responsible for ensuring that students receive supervision pertaining to selection of the topic, scope of the academic paper, structure and execution, and theory and method-

ology issues. Supervision may be one-to-one or in groups.

6.5 The University is responsible for ensuring that in conjunction with courses involving academic papers, the student receives the teaching on methods required to attain the learning outcomes.

6.6 The University is to accommodate a student's request for a change of super-

visor. If there are special grounds to justify it, the student may change supervisor.

6.7 The supervisor and the examiner are not to be the same person.

6.8 The University is responsible for ensuring that the timetable allows sufficient time in unscheduled slots during some part of the semester to devote to writing academic papers.

7. COURSE EVALUATIONS

Chapter 1, Section 14 of the Higher Education Ordinance states that students who are taking or have completed a course are to be given the opportunity to present their impressions and views of the course through a course evaluation organised by the higher education institution.

Moreover, the higher education institution is to compile the course evaluations in a course evaluation report and provide information on the results and any measures decided as a consequence of the course evaluations. The results are also to be made available to the students. See General Guidelines on Course Evaluations and Course Evaluation Reports at Lund University, Reg. no STYR 2020/969.



7.1 The University is responsible for ensuring that the students should have the opportunity to complete the course evaluation during a timetabled period. Students have the right to complete course evaluations anonymously in relation to the teaching staff member. In specific cases, exemptions can be made from the anonymity requirement if this cannot be ensured for small course groups.

7.2 The University is responsible for ensuring that student representatives are

offered influence in the design, content and follow-up of course evaluations.

7.3 The University is responsible for ensuring that results from the course evaluation and any decision on measures are communicated to the course participants and the relevant student union as soon as possible. This is also to be presented to the next course group. Results and any decisions are to be documented, communicated and made accessible for the students concerned via appropriate information channels.

8. RESPONSIBILITY

8.1 If these guidelines are not followed, students can contact the teaching staff member with responsibility for the matter, and thereafter the director of studies, head of department or equivalent. Students can always contact the student union concerned directly.

8.2 If the contacted teaching staff member with responsibility for the matter finds that the students' rights have not been fulfilled, they are to try to resolve the situation, in consultation with the student in question and other staff members involved. The student union concerned can always be contacted. If it is not possible to find a solution, the matter is to be referred to the applicable faculty management, which according to Lund University's Rules of Procedure, Reg. no STYR 2023/1118, leads the faculty's work and has a collective responsibility for the faculty's education. If the student considers that the matter has not been

processed according to the applicable regulations, the student has the right to request a review by the Vice-Chancellor in accordance with the Guidelines on Handling Complaints from Students Concerning First, Second and Third-Cycle Studies at Lund University, Reg. no STYR 2023/1355. If the student union submits a request, the Vice-Chancellor has an obligation to review the matter. The Vice-Chancellor's decision on the review is final.

8.3 Exemptions from specific points in the List of Rights can be granted by the university-wide Education Board following a request from a faculty board. Exemptions are to apply to specific points and be clearly limited to the courses and programmes concerned. All exceptions are to be listed by faculty in the digital version of the List of Rights. Binding rules for specific courses are included in each course syllabus.

8.4 Ultimately, students are responsible for ensuring the planning of their studies and their knowledge development.

STUDENT UNIONS, STUDENT OMBUDSMAN AND STUDENT HEALTH AND SAFETY REPRESENTATIVES

A student who is dissatisfied with some aspect of their study situation should in the first instance contact the person or persons concerned in the matter and secondly the director of studies, head of department or equivalent. In addition, students can contact the following officials or services if they need help and support with study-related problems.

Student unions

The student unions represent Lund University's students vis-à-vis the University and help them with problems and conflicts during their period of studies. Students should in the first instance contact their student union when they have come up against a study-related problem. The contact details for each union are available on the Lund University Student Unions website.

Student ombudsman

The student ombudsman's role is to help the student unions and first and second-cycle students when they come up against problems and issues relating to their studies. Read more on the student ombudsman website.

Student health and safety representatives

Students can contact a student health and safety representative to ask questions about, or report faults in, their work environment. The student health and safety representative's tasks are to influence working conditions with an aim to contribute to a good study environment, participate in safety inspections, assess how changes affect students' work environment and stay informed about work environment legislation. For more information on student health and safety representatives, visit the Lund University website.

INFORMATION ON HELP AND SUPPORT

Students may sometimes need help and support. Lund University provides a range of support services for students during their period of studies, from learning support to study guidance. For more information on the types of support available and contact details, visit the Lund University website.

LAWS, ORDINANCES AND REGULATIONS

Students' rights are regulated in a number of acts and ordinances, and in the University's regulations. Below is a selection of laws, ordinances and regulations relevant to students' rights:

- Work Environment Act SFS no: 1977:1160
- Discrimination Act SFS no: 2008:567
- Higher Education Ordinance SFS no: 1993:100
- Higher Education Act SFS no: 1992:1434
- Administrative Procedure Act SFS no: 2017:900
- Lund University's rules and regulations include:
 - General Guidelines on Course Evaluations and Course Evaluation Reports at Lund University Reg. no STYR 2020/969
 - Policy for Quality Assurance and Quality Enhancement of Education at Lund University Reg. no STYR 2016/179
 - Policy and Regulations for Student Influence at Lund University Reg. no LS 2011/762
 - Rules on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University Reg. no STYR 2023/662
 - Application Regulations for First and Second-Cycle Course Syllabi at Lund University Reg. no STYR 2023/1026
 - Application Regulations for First and Second-Cycle Programme Syllabi at Lund University Reg. no STYR 2020/1692
 - Admission Rules for First and Second-Cycle Education, and Qualifying and Higher Education Access Programmes at Lund University Reg. no STYR 2021/1876



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